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RULES

FOR

THE MISSIONARIES

OF THE

BOARD of FOREIGN MISSIONS

OF THE

UNITED LUTHERAN CHURCH

IN AMERICA

JAPAN

TENTATIVE CONSTITUTION

OF THE

JAPAN MISSION

1920

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RULES FOR ALL MISSIONS

I. Missionaries on Furlough

1. Furlough is defined as a period of rest after a full term of service in the field under the Rules of the Mission.

2. All arrangements for furlough shall be made by the Mission Conference, subject to ratification by the Board.

3. Unless otherwise determined, missionaries shall spend their furlough in America.

4. Furlough granted on account of sickness or other causes not provided under the Rules of the Mission, shall be regulated as to length and allowances by the Board as the merits in each case demand.

5. The missionary immediately on his arrival in the homeland shall report the date of arrival by telegram to the office of the Board.

6. The Cabinet of Secretaries shall arrange for someone to meet incoming or outgoing missionaries at port of entry or departure to render such assistance as may be desired.

7. As soon as possible after arrival the missionary shall arrange to report in per-

son at the office of the Board and arrange for the medical examination of himself and family.

8. The Cabinet of Secretaries shall invite the missionary on furlough to a conference at as early a date after his arrival as is convenient, and shall arrange, if he desires it, for an interview with the Standing Committee of his field or through it with the Board.

9 The missionary may be invited at any time by the Cabinet of Secretaries to informal conferences on his field and work, as necessity may arise.

10. The missionary, as soon as convenient after his arrival at home or on the field, shall render an account of his traveling expenses to the Treasurer of the Board.

11. Missionaries on furlough are under the direction of the Board as to their residence, studies and work.

12. Before engaging in definite work, advocating new projects or soliciting funds for any objects, missionaries shall obtain the sanction of the Board.

13. Missionaries shall inform the Board of their future plans within six months after their return from the field.

14. Furlough salary shall begin on the date of leaving the field on furlough, and

shall end on the date of reaching the field after furlough.

15. Missionaries on furlough, irrespective of their remuneration in the foreign field, shall receive furlough salary and allowances according to a common scale, based on needs in America.

II. Furlough Salaries and Allowances

(In the case of the missionaries of the Muhlenberg Mission, Liberia, Africa, the first furlough salary shall apply to the first and second furlough periods, and the second furlough salary to the third and subsequent furlough periods.)

A. Married Missionaries.

a. Salaries.

First furlough.....$1200 a year

Second and subsequent furloughs..... 1400 a year

b. Allowances.

1. Children's allowance under the Rules.
2. House-rent as determined by the Board.
3. Special medical and surgical expenses as approved by the Board.
4. Traveling expenses when engaged in deputation work.

B. Unmarried Missionaries.

a. Salaries.

First furlough..... $800 a year

Second and subsequent furloughs..... 1000 a year

b. Allowances.

1. Special medical and surgical expenses as approved by the Board.

2. Traveling expenses when engaged in deputation work.

III. Missionaries Under Appointment

Missionaries under appointment may receive remuneration at the discretion of the Board.

IV. Allowances for all Fields

1. Outfit.

Every missionary shall receive an outfit allowance of $100; if married, $200.

2. Travel.

a. The necessary expense of direct journeys to and from the Mission shall be borne by the Board.

b. Traveling arrangements for all outgoing missionaries shall be made under the direction of the Board.

c. The number of times fare is granted for children shall be determined by the Board.

3. Children's Allowance.

a. Children of missionaries shall be entitled to allowances, whether their parents are living or deceased, up to 18 years, as follows:

First six years.....$75 a year
Next six years.....100 a year
Next six years.....150 a year

b. Children separated from their parents for the purpose of education may receive special consideration by the Board.

c. The extension of children's allowance beyond the age of 18, shall be subject to the action of the Board.

d. Children's allowance shall be continued during furlough or leave of absence.

e. The maximum children's allowance for one family shall be $500.

4. Field Allowances.

These shall include:

a. A dwelling for the missionary and his family.

b. Heavy furniture as determined by the Rules of the Mission.
c. Repairs of buildings and furniture as determined by the Rules of the Mission.
d. Travel allowance in the field as determined by the Rules of the Mission.
e. Language study allowance as determined by the Rules of the Mission.
f. Medical service allowance as determined by the Rules of the Mission.
g. Taxes as determined by the Rules of the Mission.

5. Widows' and Disabled Missionaries' Allowances.
   a. Missionaries disabled in the service shall receive such support as the Board may deem just.
   b. Missionaries attaining the age of 65 years may retire as honorary missionaries, and at 70 they shall be retired as honorary missionaries and receive such support as their needs may require, as long as they remain in connection with the Mission.

c. Honorary missionaries shall be under the direction of the Board as to residence and work.

d. Widows, whose husbands have died in the service of the Mission, shall receive consideration as each case may merit.

V. Miscellaneous for all Fields

1. Arrival and Departure Dates.

a. Every missionary shall report the expected date of arrival in the field by letter or telegram to the Chairman of the Mission Conference.

b. The Corresponding Secretary of the Mission Conference shall report to the Board the date of the expected departure of the missionary from the field.

2. Relationships.

A. To the Board through the Mission.

a. Every missionary on his arrival in the mission field becomes a member of the Mission. He shall sign the Constitution and By-Laws of the Mission Conference and be subject to the Rules of the Mission.

b. The Mission Conference shall define the relationship of every missionary to the Mission.

c. The Mission Conference shall report to the Board the results of all language examinations. Failure to pass the final examination shall not debar the missionary from assignment to work.

d. In the assignment of a definite field of work or in regard to any personal matter every missionary shall have the right to present his own case to the Mission Conference and through it to the Board.

e. Every missionary who returns to America before the expiration of his term of service on account of impaired health shall be entitled to six months' salary under the Rules from the date of departure from the field, when the question of his return to the field or of taking up work at home shall be decided by the Board.

f. The resignation of a missionary before the expiration of his

term of service shall be sent through the Mission Conference to the Board at least three months in advance of the date on which the resignation is to take effect.

g. Any missionary recalled by the Board for any reason shall be entitled to his passage to America and three months' salary from the date such recall is transmitted to him through the Mission Conference, provided he obeys the recall.

h. Within three months after the departure of any missionary from the field, the Mission Conference may vote on the question of his return. The vote shall be recorded by roll-call and be reported to the Board only if carried by a majority and if accompanied by a statement of the ground on which the vote was taken, a copy of which shall be transmitted to the missionary concerned.

B. Financial.

a. Before making any appeal for

funds to the Home Church the sanction of the Mission Conference, approved by the Board, shall be secured.

b. Private gifts to missionaries for use in mission work shall be paid into the mission treasury and be subject to the order of the Mission Conference.

c. Compensation received by a missionary for services rendered in the mission field shall be reported to the Mission Conference.

C. Correspondence.

a. The official correspondence of the Mission Conference shall be signed by the Corresponding Secretary and countersigned by the President.

b. Private correspondence concerning mission policy and work addressed to others than officers of the Board shall not be received by the Board for consideration.

c. Every missionary in charge of work shall annually present a written report to the Mission Conference and through it to the Board, closing the statistical year on December 31.

d. Every missionary shall write a letter or article according to a schedule adopted by the Mission Conference to be sent to the Board for use in its publicity work.

JAPAN

I. Salaries.

The years designated in the following scale indicate the terms of foreign service only, not including furloughs.

A. Married Missionaries.

For two years or until the missionary has passed the required examination.....	$1200 a year
For five years thereafter....	1400 a year
For seven years thereafter...	1600 a year
After fourteen years to end of service.....	1700 a year

B. Unmarried Missionaries.

For two years or until the missionary has passed the required examination.....	$800 a year
For five years thereafter....	900 a year
After seven years to end of service.....	1000 a year

II. Furlough.

1. Men missionaries shall be entitled to furlough at the end of every seven years of service.

2. Women missionaries shall be entitled to furlough at the end of every five years of service.

3. Husbands, separated from their families, shall be entitled to furlough after five years of such separation, the length of furlough to be determined by the Board.

4. The length of each furlough shall not exceed 18 months.

III. Leave of Absence.

A. Hot Season Vacation.

1. Every missionary shall be annually entitled to a leave of absence of seven weeks at some vacation resort, including the time necessary for the journey in both directions.

2. No leave shall exceed seven weeks, except in case of sickness or in case of new missionaries engaged in the study of the language.

3. Missionaries shall avail themselves of leave of absence at such time as they can best be spared and with due regard to the leave of their fellow-workers and their own health.

4. Each missionary shall receive $30 per annum as vacation allowance, and each child $15 per annum.

5. A moderate vacation house allowance shall be granted each missionary

under the Rules of the Mission and included in the budget.

B. Casual Leave.

1. Missionaries shall not absent themselves from the field for more than two days without the consent of the Mission or the Executive Committee.

2. In case of leave on personal affairs, no allowance of any kind shall be granted.

3. In case of leave on mission business, second-class railway fare and other necessary traveling expenses shall be allowed.

C. Sick Leave.

1. All cases of sickness disqualifying for work shall be reported through the Mission to the Board after one month's sickness.

2. In case of prolonged sickness, full salary for four months may be granted by the Board upon the recommendation of the Mission, after which the case may be reopened.

CONSTITUTION OF THE JAPAN MISSION OF THE UNITED LUTHERAN CHURCH IN AMERICA.

Article I.—Name.

The name of this Mission shall be **The Japan Mission of the United Lutheran Church in America.**

ARTICLE III.—Officers.

All missionaries commissioned, sent to Japan and supported by the Board of Foreign Missions of the United Lutheran Church in America, shall be members of this Mission. No member, however, shall be entitled to vote until he has spent two (2) years in Japan.

Article III.—Offiers.

(1) **Elections:** The officers of this Mission shall be President, Vice-President, Secretary and Treasurer, who shall be elected by ballot and shall serve for a

term of one year. They shall enter upon the duties of their respective offices at the close of the convention at which they are elected.

(2) **Duties of Officers:** (a) The duties of the President shall be those usually pertaining to that office. He shall call and preside at all meetings. He shall countersign all official communications from the Mission to the Board. He shall sign all orders made on the Treasurer, and shall keep a neat and permanent record of all such orders.

(b) The Vice-President shall act for the President in his absence or at his request. He shall be the chairman of the Budget and Finance Committee.

(c) The duties of the Secretary shall be those usually pertaining to the office of a recording and corresponding secretary. He shall record the minutes of each meeting and shall be the official correspondent of the Mission with the Board.

(d) The Treasurer shall receive and disburse all funds according to the conditions laid down by the Board.

Article IV.—Executive Committee.

The President, Secretary and Treasurer and two others to be elected annually shall constitute the Executive

Committee of the Mission. The Executive Committee shall meet at least four (4) times a year.

Article V.—Meetings.

(a) **Regular**: There shall be one regular annual meeting.

(b) **Special**: A special meeting may be called at any time when there is business of such a nature as to make it necessary.

Quorum: Two-thirds of the voting members on the field shall constitute a quorum.

Article VI.—Reports to the Board.

Immediately after each meeting of the Mission an official copy of the minutes, written by the Secretary and countersigned by the President, shall be sent to the Board.

Article VII.—Finances of the Mission.

(1) The Mission shall submit an annual itemized estimate of the general work of the Mission to the Board for its approval.

(2) Ordinarily the Mission shall not sanction the expenditure of money in excess of the budget approved by the

Board, and in no case shall the Mission sanction the expenditure of more than $500.00 in excess of the approved budget without first obtaining the permission of the Board.

Article VIII.—Amendments.

This Constitution may be amended, subject to the approval of the Board, by a three-fourths majority vote of the voting members on the field at any regular meeting, provided a resolution to consider such amendment shall have been adopted at the preceding regular annual convention.

Article IX.—By-Laws.

The Mission may adopt necessary by-laws in harmony with this Constitution, subject to the approval of the Board.